

Iron Ridge Public Library

JOB DESCRIPTION

Position Title: Library Director

Reports to: The Iron Ridge Public Library Board

Hours: Part time, specific hours to be determined by the new director, ranging from 10-26 hours per week.

General Summary of Position

Administers public library in small rural community in Dodge County, Wisconsin.

Essential & General Job Functions

1. Supervises staff and volunteers.
2. Performs all circulation functions within the cataloging system, including checking in and checking out materials, placing holds and renewals, managing interlibrary loan transactions (in-system and via Wiscat), registering new users and maintaining the patron database.
3. Performs reference and reader's advisory functions, assists patrons with use of library resources and equipment.
4. Maintains collection by selecting and ordering new materials, weeding, and discarding obsolete materials and keeping the collection in an orderly, organized manner. Includes shelving, packing and unpacking delivery.
5. Catalogs and processes new materials.
6. Prepares annual budget plan and administers budget, tracking purchases and preparing invoices for payment.
7. Prepares statistics and required reports for the Library Board and State.
8. Prepares monthly meeting agenda, director's report, including financial data and any other documents or communications needed for presentation to the board at monthly meetings.
9. Assists the Library Board with long-range planning and policy development and fundraising.
10. Manages the library website and runs the library Facebook account.
11. Participates in Monarch Library System Library Directors Council and committee work.

Training and Experience

1. Minimum of 54 semester credits in liberal arts and sciences from a college or university approved by an accrediting association of more than statewide standing.
2. Readiness to undertake four library management courses that are required for Wisconsin Grade III Library Director certification.
3. One (1) to three (3) or more years of work experience dealing with the public.
4. One (1) or more years of experience in library methods and procedures preferred.

Knowledge, Skills and Abilities Required

1. Knowledge of general office procedures and practices.
2. Skill in the use and operation of a personal computer. Knowledge of Microsoft Office© software and library software preferred. Skill in using/instructing tablets and reading devices.
3. Ability to work independently.
4. Ability to create effective written, verbal, and graphical communications.
5. Ability to create effective working relationships with the Library Board, Village Board and staff, staff at other libraries, and the local community.

Physical & Working Conditions

Nearly 100% of time, work is performed in a normal office setting with little or no discomfort from temperature, dust, or noise. Frequent sitting with intermittent standing or stooping. Frequent walking from place to place to assist public in finding books on shelves or assist in finding information. Frequent oral communication with the public and other librarians face to face, over the phone, and via Teams or Zoom. Occasional lifting of medium-weight bags and boxes and bending and stooping to pack and unpack books from them. Frequent handling and fingering of office equipment.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Please submit resume and list of references to: larand@charter.net